

September 3, 2004

NOTICE OF OPEN POSITION

The Association of Bay Area Governments (ABAG) is recruiting to develop a selection list for the position of Executive Director, Job Number 04-137. **Closing date is Friday, October 1, 2004.**

EXECUTIVE DIRECTOR

SALARY: Depending on Education and Experience; includes competitive benefits

SUMMARY DESCRIPTION

As one of the Agency's five corporate officers, the Executive Director is appointed by and serves at the pleasure of the Executive Board, and under their policy direction serves as chief executive officer of ABAG, responsible for the Agency's work program including Association-wide department, program, or project activities and intergovernmental coordination functions. Serves as Secretary-Treasurer of the Agency.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides managerial leadership and direction for all phases of Agency functions to assure effective and efficient operation of the Agency in conformity with applicable laws and regulations; directs the implementation of programs, procedures and services that support Agency policies and goals.
- Provides staff support and acts as adviser to the Executive Board and Administrative committee; keeps Board informed of matters which have implications for the immediate and future welfare of the Agency and recommends policies and procedures accordingly; attends meetings of the Executive Board, General Assembly, appropriate Agency Committees and other agencies.
- Develops short-term and long-range goals and objectives for the management and administration of the Agency.
- Maintains relationships with 101 city and nine county member agencies and other agencies and groups associated with the Agency's activities.
- Responsible for implementing staff development programs for Agency personnel.
- Oversees and monitors the fiscal health and budget of the Agency including development and implementation of effective and accurate financial systems, operations and procedures. Responsible for the organization's present and expected financial status; works to contain expenditures within the limits set by the General Assembly and the Executive Board and seeks additional revenue sources to fund on-going programs.

- Oversees the planning and research functions of the agency ensuring that there are opportunities for forums for local government and other interested parties on common regional issues.
- Coordinates region-wide planning activities with other levels of government, including other regional agencies, federal, state, and local agencies.
- Oversees Agency service programs and serves as President of ABAG PLAN, ABAG POWER and ABAG FAN Corporation.

QUALIFICATIONS

Any combination of education and experience that could likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and experience would be:

1. Equivalent to a Master's degree in public administration, business administration, law, planning, or related field;

AND
2. Ten (10) to fifteen (15) years of responsible high level managerial and fiscal control experience in both the public and private sectors.
3. Regional council of government or city or county management experience highly desirable.

SUBMIT RESUME, COVER LETTER, SALARY REQUIREMENTS AND THREE REFERENCES BY FRIDAY, OCTOBER 1, 2004, TO: CHRIS FONG, ABAG-HR (DIR SEARCH), P.O. BOX 2050, OAKLAND, CA 94604-2050. PHONE (510) 464-8496 OR GO TO www.abag.ca.gov/jobs.html. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.